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Acting Chief, FBID

1 September 1959

Chief, Administrative Staff, FBID

Notes for Letter of Instruction and Progress Report

1. Effective 26 July 1959 the Austrian Bureau Wage Scale was revised upward by 8 percent. (PR)

2. Obtained Management Staff's approval for FBID to apply the concept of the flexible T/O to its Native T/O. Under this concept FBID may transfer native positions from bureau to bureau without requesting approval of the Management Staff. The Management Staff will continue to approve requests for additional positions. Annually, FBID will prepare a summary of native positions by number and location. (PR)

3. Realizing that tangible monetary benefits could be realized from three-year overseas tours, an opinion survey of Division personnel was conducted concerning the desirability of a three-year tour versus a two-year tour. The consensus was in favor of continuing the normal two-year tours and encouraging voluntary extensions to three-year tours. (PR)

4. During the month of August, two employees entered on duty and four were separated. On duty strength as of 31 August was

including three employees on ISOP. (PR)

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Notes for Letter of Instruction and Progress Report

5. To eliminate inconsistency between bureaus on the wording of initial appointment actions for local and foreign national employees, the following will obtain. Initial appointment actions will read "Appointment - Temporary (1 year)." If a Bureau Chief decides on a probational period under a year, the action should read "Appointment - Temporary (90 days, 60 days, 6 months, etc)". At the expiration of the stated time, a follow-up action should be written entitled "Extension of Temporary Appointment (1 year)". Temporary appointment actions should continue to be extended each year until the individual is accepted into the Career Service and receives an excepted appointment. (LI)

6. The following FBIS regulatory issuances were released during the month of August:

	SUBJECT	DISTRIBUTION
	Reclassification of FBIS Regulations	F-3
	Shipment of Alcoholic Beverages	F-3
	Temporary Duty Orientation for Field Editors	F-3

The Security Regulations [redacted] were released to the field bound in a Security Handbook, and also copies for inclusion in the Regulations Manual. (LI)

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